**C:\Users\owner\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\R6K5S5FH\MC900383640[1].wmfESSENTIAL SKILLS**

Essential Skills are the skills that people need for work, learning and life. They are used in all school courses, in day to day living and at work, in different forms and at different levels of complexity.

|  |
| --- |
| **Reading:** **Understanding materials written in sentences or paragraph (e.g. letters, manuals)**  • Scan for information or overall meaning.  • Read to understand, learn, or evaluate.  • Analyze and synthesize information from multiple sources or from complex and  long texts. |
| **Document Use: Finding, understanding or entering information (e.g. text, symbols, numbers)**  **in various types of documents, such as tables or forms.**  • Read signs, labels or lists.  • Understand information on graphs or charts.  • Enter information in forms.  • Create or read schematic drawings. |
| **Numeracy: Using numbers and thinking in quantitative terms to complete tasks.**  • Make calculations.  • Take measurements.  • Perform scheduling, budgeting or accounting activities.  • Analyze data.  • Make estimations. |
| **Writing: Communicating by arranging words, numbers and symbols on paper or a computer screen.**  • Write to organize or record information.  • Write to inform or persuade.  • Write to request information or justify a request.  • Write an analysis or a comparison. |
| **Oral Communication: Using speech to exchange thoughts and information.**  • Provide or obtain information.  • Greet, reassure or persuade people.  • Resolve conflicts.  • Lead discussions. |
| **Working with Others: Interacting with others to complete tasks.**  • Work independently, alongside others.  • Work jointly with a partner or helper.  • Work as a member of a team.  • Participate in supervisory or leadership activities. |
| **Thinking: Finding and evaluating information to make rational decisions or to organize work.**  • Identify and resolve problems.  • Make decisions.  • Find information.  • Plan and organize job tasks.  • Use critical thinking.  • Use memory. |
| **Computer Use: Using computers and other forms of technology.**  • Use different forms of technology, such as cash registers or fax machines.  • Use word processing software.  • Send and receive emails.  • Create and modify spreadsheets.  • Navigate the Internet. |
| **Continuous Learning: Participating in an ongoing process of improving skills and knowledge.**  • Learn on the job.  • Learn through formal training.  • Learn through self-study.  • Understand your own learning style.  • Know where to find learning resources.  (adapted from Human Resources and Skills Development Canada) |

[www.hrsdc.gc.ca/eng/workplaceskills/essential\_skills/general/home.shtml](http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/home.shtml)

**MY ESSENTIAL SKILLS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SKILL** | **LEVEL** | **PERCENTAGE** | **LEVEL** | **PERCENTAGE** |
| Reading |  |  |  |  |
| Document Use |  |  |  |  |
| Numeracy |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **WORKING WITH OTHERS** | **# I AM SKILLED AT** | **# I WILL WORK ON** |
| Working Independently |  |  |
| Working with a Team |  |  |
| Working in a Leadership Role |  |  |

**ESSENTIAL SKILLS IN AN OCCUPATION THAT INTERESTS ME**

|  |  |  |
| --- | --- | --- |
| **OCCUPATION** | **MOST IMPORTANT SKILLS** | **LEVELS OF THESE SKILLS** |
|  | **-**  **-**  **-** |  |

**IDENTIFYING ESSENTIAL SKILLS**

* Read the information on the essential skill assigned to your group.
* Write the name of the skill in the first box.
* Decide on two school subjects which you feel uses this essential skill the most.
* Decide on two occupations which you think requires this essential skill.
* Decide on two activities that you do either on your own, within the family or the community which requires a high level of this essential skill.
* Complete the information on the table.
* Be prepared to explain why you included the subjects, occupations and activities you did.

|  |  |  |  |
| --- | --- | --- | --- |
| **SKILL** | **SUBJECTS** | **OCCUPATIONS** | **LIVING/COMMUNITY** |
|  |  |  |  |
| -------- |  |  |  |

**MY ESSENTIAL SKILLS**

(Instructions are on a different page to allow students to print results for their portfolios)

* Access this internet address:

[www.hrsdc.gc.ca/eng/workplaceskills/essential\_skills/general/home.shtml](http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/home.shtml)

* Click on Assessment
* Click on Online Indicator
* Complete the Numeracy pre-test Level 1. Record the result on the table provided for you.
* Complete the Document pre-test Level 1. Record the result.
* Complete the Reading pre-test Level 1. Record the result.
* Complete the checklists for each of the Working with Others skills. After each checklist is complete, click on next and record the number of each skill questions you checked and record the number of each skill questions you did not check.

**ESSENTIAL SKILLS IN AN OCCUPATION THAT INTERESTS ME**

* Use the same web address as above
* Click on Search over 300 job profiles
* Click on Occupation
* Enter the name of an occupation which interests you in the space provided
* Click on one occupation if there are more than one
* Write in the name of the occupation in the space on the table.
* Write in the names of the most important essential skills for this occupation
* Write in the levels of each essential skill required for this occupation